MINISTRY OF EDUCATION
Information Management Branch

Ontario School Information System (OnSIS)

User Guide: SCHOOL DATA SUBMISSION
PUBLICLY-FUNDED ELEMENTARY SCHOOLS
(including School Authorities)

Release Two

For School Boards and School Authorities

November 2005 (Version 1.1)

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Purpose of the OnSIS Application

School Data Submission User Guide

This guide has been developed as a resource to help users understand the School Data Submission features of the Ontario School Information System (OnSIS) application. It provides the information that users will need to access and use School Data Submission features. The guide combines step-by-step instructions with a comprehensive look at each of the functions.

This guide is supplemented by the following Release Two documents and resources (the list includes this document):

OnSIS Presentations
• Business Overview • Technical Application • Security Overview • Security Administration
OnSIS User Guides
• First Time Users • School Data Submission: Publicly Funded Elementary Schools (including School Authorities) • School Data Submission: Publicly Funded Secondary Schools (including School Authorities) • School Data Submission: Care, Treatment and Correctional Facilities • Batch Files • Signing-Off a Submission
Other Reference Material
• Handbook • Memos • Security Guide for MISA Applications • Security Forms • E-learning Module Title Pages • CD-ROM: Release 2 – E-learning • CD-ROM: Release 2 – Student Data Resource Materials

Also available on the website are the OnSIS Mailbox and Helpdesk contact information. OnSIS users are strongly encouraged to read this user guide and all supplemental documents in full, to ensure that they are aware of all aspects of OnSIS and related policies and procedures.

Ministry Support

Inquiries from schools and boards regarding the Ontario School Information System and related policies and procedures should be directed to:

Ontario School Information System (OnSIS) Group
Information Management Branch
Ministry of Education
Suite 422, 777 Bay Street
Toronto, ON M5G 2E5

Telephone: 1-888-275-5934 or 416-212-6366
Monday to Friday (excluding holidays)
8:30 am to 4:30 pm
Email: onsis_sison@edu.gov.on.ca
Fax: 416-212-2763
Extranet Web Site: **http://onsisinfo.edu.gov.on.ca**

Getting Started

Module for First-time Users

This module of the user guide deals with the forms/lists that elementary public schools will be using.

OnSIS users who have not had previous OnSIS training should go through the following module first in order to acquire the skills that will be necessary to successfully use this module:

- *User Guide: First Time Users*

This module can be downloaded from the OnSIS web site at:

http://onsisinfo.edu.gov.on.ca

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Logging into OnSIS

1) To log into OnSIS go to the following extranet URL:

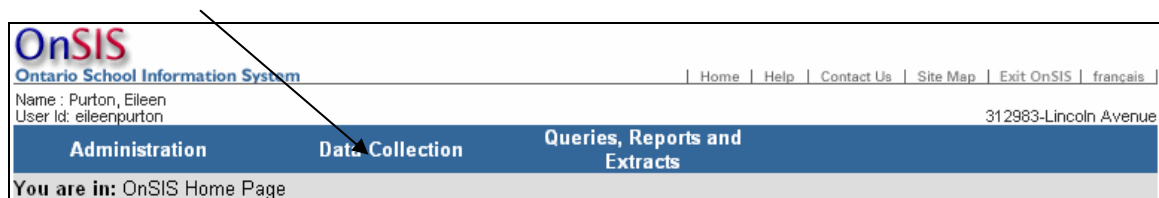### https://www.gsa.gov.on.ca

2) Click **English**.

3) Enter your user name and password.

4) Under **Education/Éducation**, click **OnSIS-EDU.**

5) Click **Enter**.

6) Click **Agree** to the OnSIS Privacy Impact Assessment Page.

7) The OnSIS Home Page will be displayed, including a blue function menu bar.

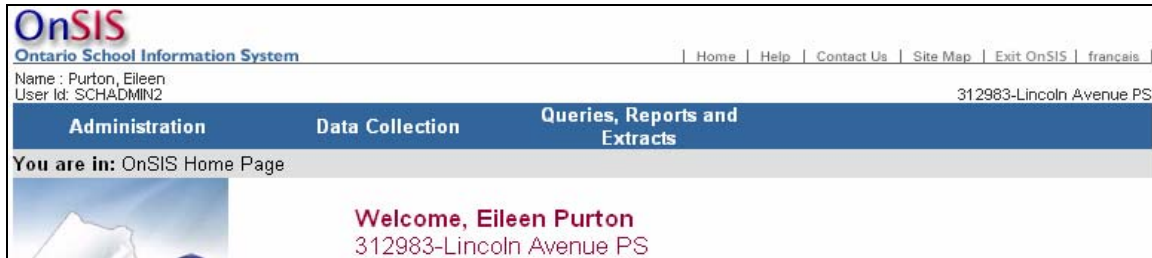8) A user with access to more than one school will have to use the dropdown menu to access the appropriate school.

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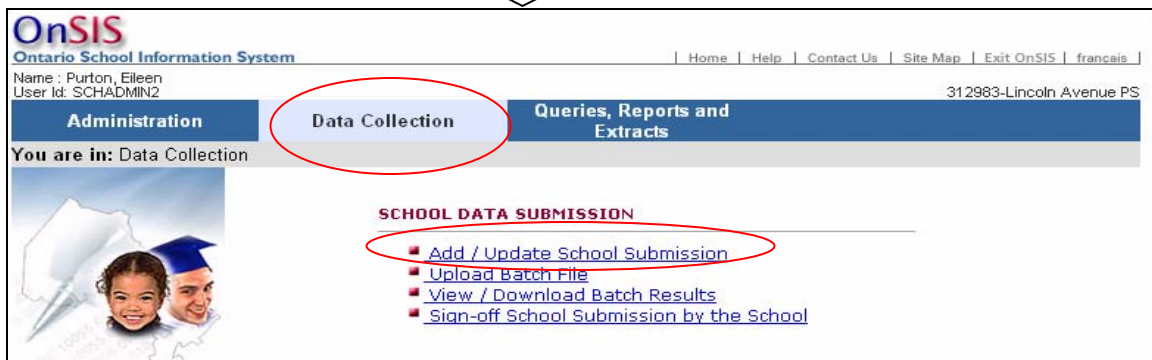Publicly-Funded Elementary Schools

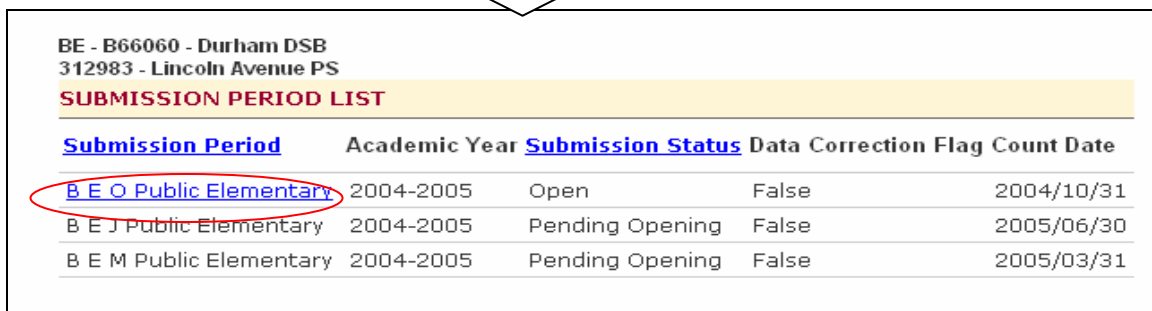# Overview of Accessing the

School Data Submission Menu

This section provides an overview of the OnSIS menu structure that leads to the **School Data Submission** menu for a **user with only one school**.

A user with **more than one school** will have a different home page upon login, as shown below, and will have to choose the appropriate school that is to be accessed from the dropdown menu.

Accessing the School Data Submission Menu

1) Click the **Data Collection** option.

Note: Different users will see different functions on the **School Data Submission** menu. Some users may not have access to a specific function, and therefore related options will not appear on the screen. For example, some schools may only have access to uploading data by batch and then sign-off. Therefore, these schools will not see the **Add/Update School Submission**.

2) The **School Data Submission** menu will appear. Click **Add/Update School Submission.**
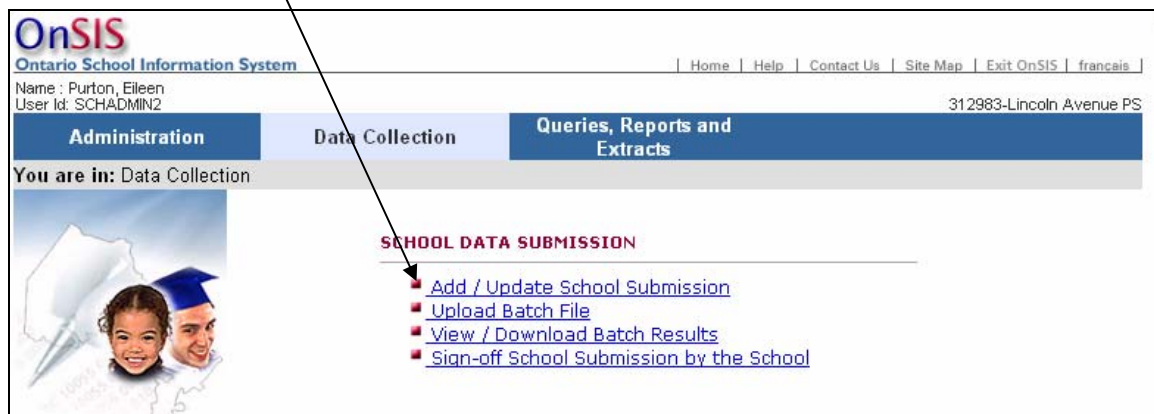
3) The **Submission Period List** will appear**.** This list presents a list of open submission periods for the selected school.

Notes
a) Before a submission period can be opened, the previous submission period must have been closed or signed-off.
b) Boards and schools will be notified via e-mail as to when they can begin submitting data.

1) Click the submission period hyperlinked list for the period that is to be accessed.

Submission Period List Screen:

BE - B66060 - Durham DSB
312983 - Lincoln Avenue PS

SUBMISSION PERIOD LIST

Submission Period	Academic Year	**Submission Status**	Data Correction Flag	Count Date
B E O Public Elementary	2004-2005	Open	False	2004/10/31
B E J Public Elementary	2004-2005	Pending Opening	False	2005/06/30
B E M Public Elementary	2004-2005	Pending Opening	False	2005/03/31

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School Collection Menu

Clicking on a submission period will display the **Add/Update School Submission** screen for the period that has been selected. (This screen is also referred to as the **School Collection Menu**.)

This screen contains three parts:

- Submission Period Information
- The School Data Submission (School Collection) Menu
- A Function Menu.

Submission Period Information

The submission period information identifies the board and school name and number, as well as important information about the submission period such as the name of the submission period and date range, the count date and the due date. The current status of the submission is also shown (e.g., '***Open', 'Closed'***).

The **Submission Activity Type** provides information regarding the last activity performed by the user for this submission (e.g., *Data Submission Sign-Off Completed*).

School Data Submission

Clicking on the elements in this menu: **Class** and **Student**, will display the various lists and forms for the collection period.

Function Menu

The function menu provides users with access to tools to help them purge and pre-populate information from all or selected class and/or student forms; validate, verify, and sign-off a submission; upload a batch file and view batch file results. These tools are described more fully in the **Signing-off a Submission** module.

School Collection Forms

The following are the school collection forms for elementary public schools:

Class-Level Forms

- Class Information

Student-Level Forms

- Student Information
- School Enrolment
- Special Education
- Remedial Program
- Second Language Program

Count Dates and Ranges

For the regular school year, the count dates and ranges are:

October 31st Count Date - July 1st to October 31st

March 31st Count Date – November 1st to March 31st

June 30th Count Date – April 1st to June 30th

Important Information Regarding Count Dates

When completing a form, enter the information as it was on the **Count Date.**
(i.e., for the October report, if a student was enrolled in a remedial program from
September 6th to October 21st, do not record the student as having been in a
remedial program since at the **Count Date** (October 31st) the student was not
enrolled in the program.)

Enter all students who are leaving the school at the end of the year (i.e. June 30th) as retirements or transfers on the **School Enrolment Form** in the end of year submission. Use the **Enrolment End Date** of July 1st instead of June 30th. This will ensure that the student is still counted as part of June 30th enrolment but will not be pre-populated for the next submission period.

Pre-Populated Data

If a student was enrolled in a school in a previous submission period, and does not have a transfer/retirement date and code, his/her data will be pre-populated into the new submission period.

If this is the <u>first submission period</u> for the academic year, then the following data will be pre-populated, as long as the student has not graduated or transferred:

- Student Information
- Special Education
- Student School Enrolment

If this is <u>not the first submission period</u> for the academic year, the following additional data will be pre-populated, as long as the student has not graduated or transferred:

- Class Information
- Remedial Program
- Second Language Program

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Overview of Accessing Class-Level Forms

SCHOOL DATA SUBMISSION

■Class   **(School Collection)**

■Student

List of Classes	→	Add a Class or click Class Hyperlink	→	Create a Class (Class Information Form)
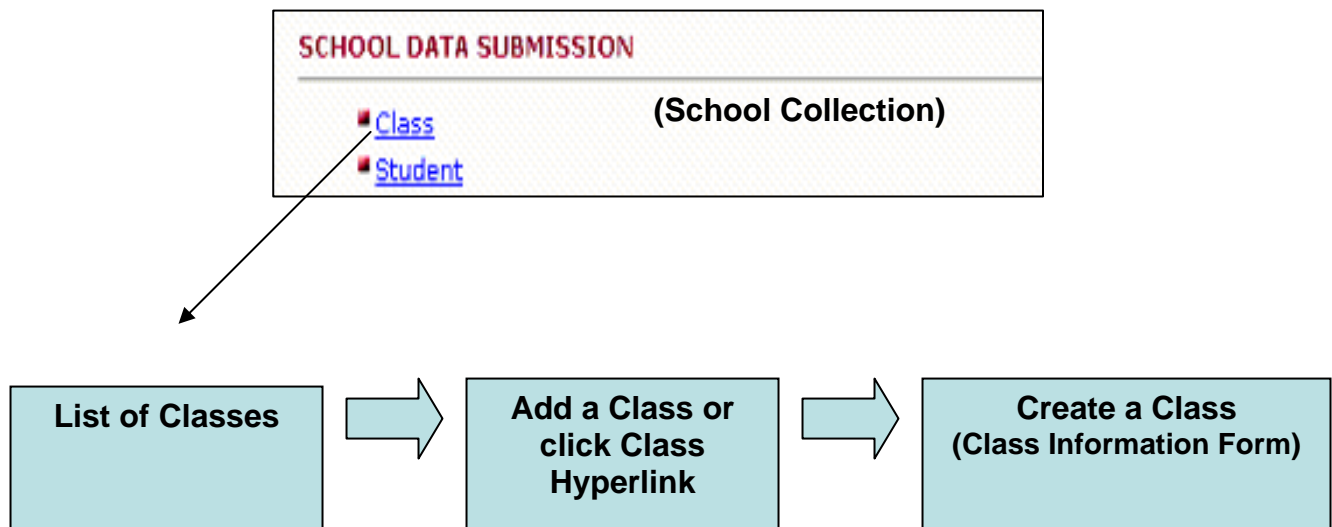
Class Information Form

The **Class Information** form allows an authorized user to view, add, edit and delete class information.

To access the **Class Information** form, click the blue hyperlink of an existing class or click **Add Class** at the bottom of the **List of Classes** screen.

1) From the **School Data Submission (School Collection)** menu (page 7), click **Class** and the following screen will appear. For the first submission period of every academic year (October 31st) the **List of Classes** information will be blank. All classes will need to be added. This will also apply to second semester classes for the March submission.

2) (In the beginning, no classes will appear, since none have been added.)

Adding a New Class

1) Click **Add Class**.

Updating a Class

1) Click the blue hyperlink for the class to be to viewed/updated.

The **Class Information** form will appear. It will be blank (below) if **Add Class** was selected, and filled in if the blue hyperlink of an existing class was used.

Note: Future releases will also require that a teacher be assigned to the class.

Notes

a) **Class Code**. Many schools use the grade level followed by the teacher's initials (e.g., 01ETP, 01AJ). The **Class Code** field should contain no spaces and will accommodate a maximum of 17 alphanumeric characters. Follow the protocol set up by the school or board within these parameters.

b) Each class code must be unique within a submission period.

c) The **Class Start Date** will usually be the first day of school in September and the **Class End Date** will usually be the last day of school in June. In cases where an additional class is created after the first day of school, then the start date for that class would be the first day that the teacher begins teaching that class.

<u>Add/Update Class Information Record</u>

1) To add a new class, enter the information and then click **Save**. Once a record has been successfully saved, an **Add Class** button will appear at the bottom of the screen. If additional classes are to be added, click this button, enter the information, and click **Save**.

2) To update information for an existing class, click the blue hyperlink for that class, make the necessary changes, and then click **Save.**

3) If an error message is displayed, follow the instructions on the screen to correct the data, and click **Save** again.

4) If a warning message is displayed, check to ensure that what has been entered is correct. If it is not, click **Cancel,** make any necessary changes, and then click **Save** again. If the information is correct, click **Continue**.

Note: A warning message stating that the *"Class Start and/or Class End Date is outside the submission period"* may appear. If the dates are correct, click **Continue**, if not, fix the data.

5) If the submission is successful, the form will be refreshed with the updated information, and the message "***Submit Successful"*** will appear at the top of the screen.

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Deleting Class Information Record
(Use only if a class record has been created by mistake.)

Note: The delete button will appear only if no students are assigned to the class.

1) Click **Delete** at the bottom of the screen.

2) A confirmation message asking, "***Are you sure that you wish to delete?***"
   will appear. Click **OK.**

To Return To School Data Submission (School Collection) Menu

1) Click **Class List** at the bottom of the screen, and from this screen click
   School Collection Menu.

Overview of Accessing Student-Level Forms

SCHOOL DATA SUBMISSION (School Collection)
■ Class
■ Student

List of Students Menu	→	Click Add a Student or Student Hyperlink	→	Student Verification (Add Only)

→	Student Information Form	→	School Enrolment Form
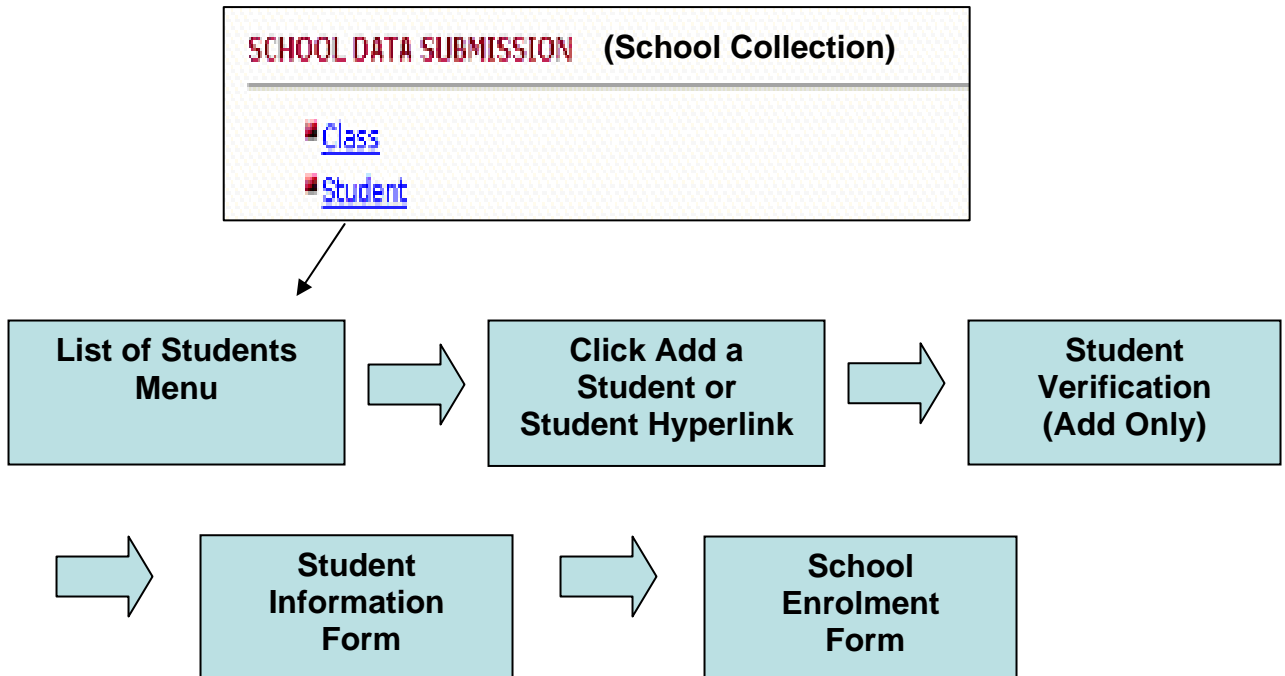
Note: Both the **Student Information** form and the **School Enrolment** form must be completed, and both must have been successfully submitted <u>before</u> the student's name will be added to the list of students.

Accessing Forms from the School Enrolment Form

Special Education		Remedial Program		Second Language

	School Enrolment Form	

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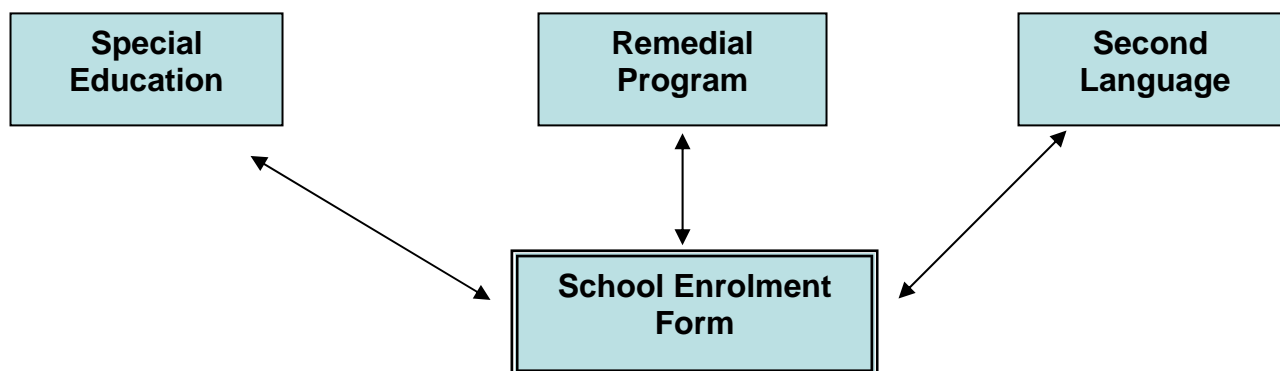
Accessing Student-Level Forms

The **List of Students Enrolled** is used to add a new student or to select an enrolled student.

Note: An end date needs to be input if the student left the school during the submission period (within the date range). Students with an end date will not be pre-populated in the next submission period**.**

1) From the **School Data Submission (School Collection)** menu (page 7), click **Student,** and the **List of Students Enrolled** will appear. (In the beginning, no students will appear, since none have been added.)

Note: The list of students can be displayed in different ways by clicking on the blue subheadings. For example, to display the list by grade, click **Grade**. To sort the list by OEN, click **OEN**.

LIST OF STUDENTS ENROLLED			
Student Name	M/F	**Grade**	**OEN**
Blake, Matthew	M	Kindergaten	654-863-364
LeClerc, Marie	F	Kindergaten	851-427-625
		Add Student	School Collection Menu

Adding a Student Record

1) Click **Add Student.** The form which follows on the next page will appear.

ALL INFORMATION PROVIDED MUST BE IDENTICAL TO THE OEN DATABASE.

VERIFICATION CRITERIA

* indicates that this data must be provided
* **OEN**

[   ]   (Do not enter hyphens.)

* **Legal Last Name**

[   ]

* **Legal First Name**

[   ]

Legal Second Name

[   ]

Date of Birth

[   ] [▦▾]

* **Gender**

[--Select a Gender-- ▾]

[List of Students Enrolled]   [Verify]

2) Complete the mandatory fields (red asterisks) and then click **Verify.**

3) If the verification is successful, the **Student Information** form will display. (See next page.)

4) If the verification is not successful, modify the fields identified as not matching and retry the verification.

Important Note: The student that is being enrolled will not appear on the **Student List** until the School Enrolment form has been completed, and successfully saved.

Updating a Student Record

1) Click the **blue hyperlink** for the student that is to be updated. The **Student Information** form will be displayed.

2) If the selected student fails the OEN authentication, the **Verification Criteria** form (above) will be displayed along with an error message.

Note: *Validation Error*. When a user clicks the blue hyperlink, OnSIS verifies the OEN by comparing the fields submitted by OnSIS (first name, middle name, last name, date of birth, and gender) against what is in the OEN record. In some cases, clicking the blue hyperlink may produce a validation error message. If this happens, check the student's OEN record in the OEN application against the data that has been entered (either on the screen or in SMS system). The data in both the OEN application and what is being submitted to the OnSIS application

must match exactly. It is possible that a change may need to be made to one of these records. For example, the student's first name may be Bob in the data being submitted through OnSIS; whereas, in the OEN application it appears as Robert, resulting in the first name fields not matching. Or, a middle name may have been entered on the OnSIS form, but not in the OEN application. Schools will need to make an update to one of these systems so that when OnSIS verifies this information, it will be an exact match.

3) If the selected student passes the OEN authentication, the **Student Information** form will be displayed. (See below.)

Note: The only way to access the remedial, second language and special education forms is to click **Student Information**, and then **Student Enrolment**.

Student Information Form

The **Student Information** form allows an authorized user to view/edit a student's information. It also provides access to the **School Enrolment** form.

Add/Update Student Information Record

Note: The only field into which data can be entered on this form is **Language First Spoken** as all other fields will have been populated from the OEN database. If the **Student Information** record is being updated (as opposed to being created), the **Language First Spoken** field will not be modifiable if the **Main School** flag on the **School Enrolment** form is not checked, as the **School Information** form can be modified only by the main school.

Note: After the data has been entered into the **Student Information** record and saved, the **School Enrolment** form must then be completed and saved, or the student information will be lost.

1) When enrolling a new student, enter the language first spoken from the **Language First Spoken** dropdown menu, and click **Save**.

2) To update a student, change the language first spoken, and click **Save**.

3) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again. (See note on pages 19 and 20 regarding the OEN and OnSIS data not matching.)

4) If the submit is successful, the form will be refreshed with the updated information, and the message "*Submit Successful"* will appear at the top of the screen.

5) Once the "*Submit Successful"* message has been displayed, click **School Enrolment** at the bottom of the screen to access this form as it must be completed at the same time in order for the student information to be permanently saved.
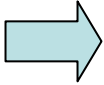
> **Warning!** Continue on to the next form and complete it or **the student will not be added to the list of students**.

Note: No **Delete** button will appear on the **School Information** form. This form is associated with the **School Enrolment** form, and a deletion can only be made by clicking **Delete** on the **School Enrolment** form. If **Delete** is selected, both the **School Information** record and the **School Enrolment** record will be deleted.

School Enrolment Form

This form can only be accessed by clicking on **School Enrolment** at the bottom of the **Student Information** form.

The **School Enrolment** form captures a student's record at a particular school (e.g., when he/she enrolled, when he/she left, and general information about the student within the school).

By clicking the buttons at the bottom of the **School Enrolment** form (see below), the following forms can be accessed:

- Remedial Program
- Second Language Program
- Special Education
- Student Information

To return to the list of enrolled students, click **List of Students Enrolled**.

Note: The buttons below will not be displayed until after the **School Enrolment** form has been completed, and successfully saved.
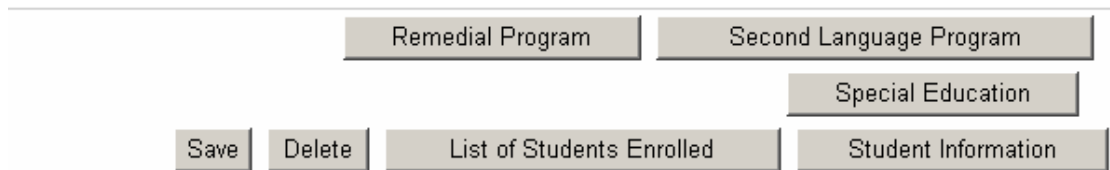
Notes
1) The default is **Main School**. If this is not the student's main school, click to make this box blank. The main school for a student holds the OSR.
2) If **Special Education** is checked off, a special education form must be completed for the student. If you check this box and do not fill out the **Special Education** form, you will receive an error message upon trying to sign-off your school.
3) If the school assigns a number to students other than the OEN, it may be entered in the **Student School Number** field.
4) If the student's postal code is not known, the school's postal code must be entered instead in the **Postal Code** field.
5) Even though **Class** is not a mandatory field, a class must be selected from the dropdown menu or an error will be generated at sign-off.

6) If when entering information in the **JK/K Timetable** field, "*O-Half Time Other*" was selected, a description of the program in the **Half Time Other Description** field must be entered.

7) A relationship exists between the **Attendance Type** and **FTE** fields. A half-time student should be recorded in the **FTE** field as *0.50* and a full-time student should be recorded as *1.00*.

SCHOOL ENROLMENT

* indicates that this data must be provided

Student   412-181-307 - Dane Taylor

1   Main School   ☑

2   Special Education   ☐

3   Student School Number   [   ]

4   * Postal Code   (Student's)   [   ]

5   Class   [--Select a Class-- ▼]
    * Grade   [--Select a Grade-- ▼]

6   * Attendance Ty   [--Select an Attendance Typ ▼]
                   (Should read JK/K Timetable.)
    JK Timetable   [--Select a JK Timetable Ty ▼]

    Half Time Other Description   [   ]

7   * FTE   [   ]

8	* Board Residence Status	--Select a Residential Sta ▼
	Status In Canada	--Select a Status-- ▼
	Year Of Entry	
9	Country (Birth)	--Select a Country-- ▼
	Province (Birth)	--Select a Province-- ▼
10	French Admission	
11	* Enrolment Start Date	YYYY/MM/DD
	Enrolment End Date	
12	* Admission From	--Select a Mobility Code-- ▼
	Country	--Select a Country-- ▼
	Province	--Select a Province-- ▼
	Language Previous School	--Select a Language-- ▼
13	Transfer/Retirement Code	--Select a Mobility Code-- ▼
	Country (Exit)	--Select a Country-- ▼
	Province (Exit)	--Select a Province-- ▼

Notes

8)   Students should be listed as **Pupils of the Board** unless they fall into one of the following categories: independent study, or students for whom the board charges a tuition fee, with the exception of tuition fees charged to parents or guardians that reside on tax exempt land.

9)   **Country/Province of Birth**. If the student was born outside of Canada, select a country. If the student was born in Canada, select a province. Only country or province may be selected, NOT both. If the student was born in Ontario, leave these fields blank.

10)   **French Admission.** For French Language schools only. Use this field to indicate only students whose first language spoken is NOT French.

11) The **Enrolment Start Date** is the first day that the student was enrolled in the school. In the case of a Grade 7 student who has been enrolled in the school since JK, it is the date that he/she enrolled in JK that should be entered. **Enrolment End Date** should represent the first day of non-attendance, and must be within the date range for the submission period. For the June 30th submission period, use July 1st as the **Enrolment End Date** for all students

who will not be returning to the school. If an end date has been entered for a student, that student will not be pre-populated in the next submission period.

12) Under **Admission From**, select a country only if the student came from outside of Canada. Select a province only if the student came from another province. Whether country or province is filled in will depend on the code that is selected (e.g., student entering from another country, student entering from another province/territory). If a county is selected, the **Year of Entry** field must also be completed (year and month only). If a province has been selected, the **Language of Previous School** field must also be completed.

13) **Transfer/Retirement Code**. Complete only if the student departs from the school during the submission period date range. Enter an **Enrolment End Date**. The date entered should represent the first day of non-attendance, and must be within the date range for the submission period. Select **Country (Exit)** only if the student is leaving Canada. Select **Province (Exit)** only if the student is moving to another province. Whether country or province is selected will depend on the code that is selected (e.g., education in another country, education in another province/territory).

Add/Update a Student's School Enrolment Record

1) To add a new student, enter the information, and click **Save.**

2) To update a student record, make the necessary changes, and click **Save**.

3) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

4) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

5) If the submit is successful, the form will be refreshed with the updated information, and the message "***Submit Successful***" will appear at the top of the screen. Click one of the buttons at the bottom of the screen to add more data for the student (e.g., special education, second language program, or remedial program).

Delete a Student's School Enrolment Record
(Use only if a record has been created by mistake; otherwise enter an enrolment end date on the form.)

Note: A student may be deleted only if the student does not have any remedial, special education, or second language program record associated with him/her.

Note: A student may not be deleted if that student and his/her information were pre-populated from an earlier submission period. In this case, an enrolment end date must be entered.

1) Click **Delete**.

2) A confirmation message will be displayed asking, *"**Are you are sure that you wish to delete?**"* Click **OK.**

Special Education Form

This form can be accessed only by clicking on **Special Education** at the bottom of the **School Enrolment** form.

If **Special Education** was checked off on the **School Enrolment** form, then this form must be completed. If this form is filled out, **Special Education** on the **School Enrolment** form must be checked off.

An **exceptional pupil** is one whose behavioural, communicational, intellectual, physical, or multiple exceptionalities are such that he or she is considered to need placement in a special education program. A student is designated as exceptional by an Identification, Placement and Review Committee (IPRC) established by the school board under Regulation 181/98. These pupils must have an IEP.

Non-identified students with special needs are students who are deemed by the board to require special education programs and/or services, but who have not been formally identified by an IPRC process. These students should have an IEP to reflect the special education programs and services that they are receiving.

Notes
a) This form will be pre-populated from previous submissions.
b) If the student has been identified as exceptional, the following fields are mandatory**: Individual Education Plan, IPRC Review, IPRC Review Date, Exceptionality Code, Main Exceptionality**, and **Special Education Placement**.
c) If the student is Non-Identified then the following fields are mandatory: **Individual Education Plan, Non-Identified**, and **Special Education Placement**.
d) The date entered for the **IPRC Review** should be the date of the student's most recent IPRC.
e) To enter additional exceptionalities click **Add Exceptionality** at the bottom of the screen.
f) Only one main exceptionality may be identified.

Add/Update Special Education Record

1) To add a student's information, enter the information, and click **Save.**

2) To update a student's information, make the necessary changes, and click **Save**. To update an existing exceptionality that appears in the **Special Education List** for this submission, click the blue hyperlink.

3) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

4) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

5) If the submit is successful, the form will be refreshed with the updated information, and the message "*Submit Successful"* will appear at the top of the screen. Click **School Enrolment** at the bottom of the screen to return to that form.

6) After the record has been successfully saved, an **Add Exceptionality** button will appear, allowing additional exceptionalities to be added, if applicable.

Deleting a Special Education Exceptionality

Note: If the student is no longer identified with exceptionality, his/her record for that exceptionality must be deleted. Otherwise, it will be saved in the current submission. If a student has no exceptionalities, then **Special Education** in the **School Enrolment** form must be unchecked.

At the bottom of the form, all exceptionalities that have been entered or pre-populated from a previous submission are displayed in the **Special Education** list for either the current submission, or previous submissions.

SPECIAL EDUCATION LIST (THIS SUBMISSION)		
Identified/Non-identified	Main Exceptionality	IPRC
Learning disability	Yes	Yes
SPECIAL EDUCATION LIST (PREVIOUS SUBMISSION)		

Identified/Non-identified	Main Exceptionality	IPRC	Count Date
No record(s) found			

Note: Only exceptionalities that appear in the current submission list can be deleted.

1) Click the blue hyperlink under **Identified/Non Identified** for the entry that is to be deleted, and then click **Delete**.

2) A confirmation message will be displayed asking, "*Are you sure that you wish to delete…?*" Click **OK**.

Returning to the School Enrolment Form

1) Click **School Enrolment** at the bottom of the screen to return to that form.

Remedial Program Form

This form can be accessed only by clicking on **Remedial Program** at the bottom of the **School Enrolment** form.

Remedial programs are designed to help students experiencing difficulty in specific aspects of their regular class programs. The difficulties may be the result of absences from school, prior lack of progress, immaturity, and so on, rather than the existence of an identified exceptionality.

Use this form to report students receiving remediation in language arts, mathematics, or both language arts and mathematics. Also report non-exceptional and exceptional students receiving speech and languages services from a language-speech teacher, and/or a speech-language pathologist employed by the board.

Note: This form is pre-populated from the previous submission as long as that submission was in the same academic year. At the start of a new academic year, this form will be blank. This is not the same as the **Special Education** form, which is always pre-populated regardless of academic year.

Notes
a) Click **either** the Language Speech Teacher **or** Language Speech Pathologist **check box**, but **not both**.
b) If a student is not receiving the services of either a Language Speech Teacher or a Language Speech Pathologist, then leave the field check boxes blank. Should a warning message be displayed when the record is being submitted, click **Continue**.

REMEDIAL PROGRAM

* indicates that this data must be provided

Student   412-181-307 - Dane Taylor

* Remedial Program Type   --Select a Type--   ⌄

Student receives services provided by :

Language Speech Teacher   ☐

Language Speech Pathologist   ☐

Add/Update Remedial Program Record

1) Enter the information, or make the necessary changes, and click **Save**.

2) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

3) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

4) If the submit is successful, the form will be refreshed with the updated information and the message "***Submit Successful***" will appear at the top of the form.

Deleting Remedial Program Record

Note: If a student is no longer in a remedial program in the current submission period, his/her record must be deleted.

1) Click **Delete.**

2) A confirmation message will be displayed asking, "***Are you sure that you wish to delete...?***" Click **OK.**

Returning to the School Enrolment Form

1) Click **School Enrolment** at the bottom of the screen to return to that form.

Second Language Program Form

This form can be accessed only by clicking **Second Language Program** at the bottom of the **School Enrolment** form.

Second Language Programs include French as a Second Language (FSL), English as a Second Language (ESL), and Native Languages (NL). FSL includes Core, Extended and Immersion programs.

Note: This form is pre-populated from the previous submission as long as that submission was in the same academic year. At the start of a new academic year, this form will be blank. This is not the same as the **Special Education** form, which is always pre-populated regardless of academic year.

Notes
a) More than one second language can be added by clicking on **Add Second Language Program** at the bottom of the screen after each language has been entered.
b) Only one FSL program can be recorded for an English student in a single submission period.
c) If the second language program is ESL then the hours per year and minutes per day must be 0.
d) For all FSL programs only minutes can be entered. The normal ranges for FSL programs in minutes are: Core, 20 – 59; Extended, 60 – 149; Immersion, 60 – 149.
e) For all NL programs enter the number of hours for the year, even though the actual instruction is recorded in minutes. The minimum number of hours that can be entered is 60 and the maximum number of hours is 900.

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Add/Update Second Language Program Record

1) Enter the information, or make the necessary changes, and click **Save.**

2) If an error message is displayed, follow the instructions, as shown, to correct the submission, and click **Save** again.

3) If a warning message is displayed, click **Continue** if the data is correct or **Cancel** if the data needs to be corrected.

4) If successful, the form will be refreshed with the updated information, and the message "***Submit Successful***" will appear at the top of the screen.

Deleting a Second Language Entry

Note: If a student is no longer in a second language program in the current submission period, his/her record must be deleted.

At the bottom of the form, all second languages that have been entered are displayed in the **Second Language** list.

LIST OF SECOND LANGUAGE PROGRAMS		
Second Language Program Type	Hours of Instruction	Minutes of Instruction
FSL - Immersion	0	300

1) Click the blue hyperlink under **Second Language Program Type** for the entry that is to be deleted, and then click **Delete.**

2) A confirmation message will be displayed asking, "***Are you sure that you wish to delete...?***" Click **OK**.

Returning to the School Enrolment Form

1) Click **School Enrolment** at the bottom of the screen to return to that form.